



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5360.1 (HQD)
N9
19 Apr 2011

COMNAVCRUITCOM INSTRUCTION 5360.1 (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: ORGANIZATION AND FUNCTION OF THE NAVY RECRUITING COMMAND
FUNERAL HONORS DETAIL

Ref: (a) DoD Directive 1300.15
(b) CNRSEINST 1770.2
(c) NAVSUPACTMIDSOUTHINST 5360.2
(d) COMNAVCRUITCOMINST 1601.1
(e) NAVPERS 15555D
(f) NAVPERS 15665I
(g) NAVMC 2691, (Marine Corps Drill and Ceremonies)

Encl: (1) Funeral Honors Team Personnel Qualification Standards
(PQS)

1. Purpose. To establish the organization and function of the Navy Recruiting Command (NAVCRUITCOM) Funeral Honors Detail.

2. Background. NAVCRUITCOM recognizes and commemorates the honorable service of deceased Navy personnel. Per references (a) and (b), the practice of rendering Funeral Honors is considered by our nation to be a solemn and sacred obligation and has been declared a Total Force mission.

3. Policy

a. Per reference (c), NAVCRUITCOM will provide personnel to create a NAVCRUITCOM Funeral Honors Detail to serve on a rotational basis. Per reference (d), the NAVCRUITCOM Funeral Honors Detail will be coordinated every third week with other commands on Naval Support Activity Mid-South.

b. Personnel assigned to NAVCRUITCOM Headquarters will be placed on the NAVCRUITCOM Funeral Honors Detail Watch Bill posted in the NAVCRUITCOM Plan of the Week (POW) prior to each Funeral Honors week. Personnel on the watch bill that are excused from performing Funeral Honors duties, due to authorized absences, will remain on the watch bill until they perform a funeral honor.

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4. Participation/Function. References (a) through (g) outline Funeral Honors Detail duties.

a. A full honors detail consist of 11 members including two flag folders (one of which is the POIC), one firing party leader, six body bearers doubling as the firing party, one flag presenter, and a Navy bugler (from the Navy Band).

b. A simple honor detail consists of three personnel, the Funeral Honors Petty Officer in Charge/presenter, one flag folder, and a bugler (from NAVCRUITCOM).

5. Responsibilities

a. Funeral Honors Officer in Charge (FHOIC) shall oversee execution of NAVCRUITCOM Funeral Honors duty.

b. Funeral Honors Watch Coordinator(FHWC) shall:

(1) Report directly to the FHOIC.

(2) Post a watch bill for Funeral Honors Detail Flag Presenters of equal or higher rank than the deceased. Those personnel will report as required for Funeral Honors flag presentation.

(3) Ensure NAVCRUITCOM Officer and Senior Enlisted personnel are available for Funeral Honors duty as Flag Presenter.

(4) Maintain the Funeral Honors instruction and Training PowerPoint.

(5) Draft and submit award recommendations for Funeral Honors Detail members as appropriate.

(6) De-conflict the NAVCRUITCOM watch bill with Funeral Honors rotation prior to assigning personnel to funeral honors duty.

c. Funeral Honors Coordinator (FHC) shall:

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- (1) Report to the FHWC issues or concerns.
- (2) Oversee the Funeral Honors Detail.
- (3) Conduct training and maintain proper team spirit and cohesion.
- (4) Establish a training schedule. Sign enclosure (1) when completed by personnel.
- (5) Act as FHWC during periods of absence.
- (6) Schedule Funeral Honors Detail participation when requested for military funerals. Watch teams will be posted in the POW.
- (7) Keep the FHOIC, FHWC, and Senior Enlisted Advisor (SEA) informed of progress, problems, absence, failure to qualify in time, and performance results.
- (8) Arrange transportation and coordinate special requirements (i.e., per diem when approved, travel card if required).
- (9) Be on call at all times and furnish both on and off duty telephone numbers to the FHWC.
- (10) Maintain and activate a current recall roster including all personnel from NAVCRUITCOM, E6 and below available for Funeral Honors Team assignment.

d. NAVCRUITCOM Department Heads and Leading Chief Petty Officers (LCPO's) shall:

- (1) Ensure that all assigned personnel meet appropriate standards of military bearing, conduct, and appearance per reference (a) through (g).
- (2) Ensure any assigned Junior Sailors (E6 and below) taking leave or on official travel notify the FHC and FHWC.
- (3) Ensure that comments on performance of individuals assigned to the Funeral Honors Detail are included in periodic personnel evaluations.

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(4) Senior personnel have no requirement to notify the FHWC of leave, sick-in-quarters (SIQ), or official travel. The next three personnel will be listed on the POW. If the primary flag presenter is unavailable at the time of Funeral Honors notification the FHWC will move to the first or second alternate. Personnel will remain at the top of the watch bill until completing a Funeral Honor detail.

e. All E6 and Junior Personnel shall:

(1) Notify the FHC prior to any leave, official travel, SIQ, or Limited Duty (LIMDU) if it will effect duty during Funeral Honors week. Provide all necessary documentation on the day of occurrence or the next workday.

(2) For any unexcused absences, the service member's chain of command will be notified, and the Funeral Honors chain of command will decide the necessary final disposition on a case by case basis.

f. Funeral Honors Petty Officer-in-Charge (FHPOIC) shall:

(1) Muster team to requested Funeral Honors.

(2) Ensure team has all required weapons and equipment needed for performance/function prior to leaving base.

(3) Coordinate government transportation for all Funeral Honors Team members.

(4) Instruct team as to function and requirements. Ensure team cohesiveness and good order/discipline.

(5) Communicate and provide feedback to FHC of any issues or concerns regarding a performance.

g. Firing Party Leader shall:

(1) Only transport weapons in a government vehicle. Failure to comply with this will result in direct disciplinary action.

(2) Draw weapons and ammunition from the base armory 20 minutes prior to muster time.

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(3) Ensure all weapons function properly and that the serial numbers all match prior to leaving the armory.

(4) Collect all brass post honors for return to the armory.

(5) Weapons are to be cleaned upon return to the armory.

h. Funeral Honors Detail Personnel shall:

(1) Maintain a neat, well-groomed appearance.

(2) Report for functions promptly, unless specifically excused by the FHPOIC.

(3) Be accountable for equipment assigned to their custody.

(4) Be prepared to perform at all times, including weekends and holidays.

6. Training

a. The FHC will conduct the initial training. Subsequent training will be conducted by the FHC or designated personnel as needed.

(1) Personnel shall qualify as a Funeral Honors Detail Member within 90 days of checking into NAVCRUITCOM or being added to the command watch bill. Failure to qualify in 90 days will result in notification to SEA and chain of command.

(2) Recurrent training is an annual requirement. Training will be held in a designated area on a monthly basis. Funeral Honors training schedules will be published in the POW and via command email. Contact the FHC or FHWC for conflicts in training schedules.

/s/

W. C. MARVEL

Chief of Staff

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Funeral Honors Team Personnel Qualification Standards (PQS)

NAME: _____ RATE/RANK: _____

1. This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout should cover every item. Everything should be covered to demonstrate the trainee's knowledge. Should any board members "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

2. This qualification section will be maintained by the trainee and updated to ensure awareness of the remaining task.

QUALIFICATION RECORD:

1. Trainee has been indoctrinated in this PQS duty and gives a target completion date of _____.

SIGNATURE: _____ DATE: _____

1. Trainee has completed all PQS requirements for this duty, and is recommended designation as qualified funeral honors team member for Navy Recruiting Command.

RECOMMENDED: _____ DATE: _____
(Qualified FHPOIC)

RECOMMENDED: _____ DATE: _____
(Funeral Honors Coordinator)

QUALIFIED: _____ DATE: _____
(Funeral Honors Watch Coordinator)

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PREREQUISITES:

For optimum training effectiveness, the following PQS items should be completed prior to starting your assigned duty but must be completed prior to final duty qualification.

***Funeral Honors Member**

Weapons familiarization and gun shoot completion date:_____

Lautenberg Agreement (Signature and Date)_____

Demonstrate how to properly fold the National Ensign in proper military manner.

Completed_____10pts./10% of Duty
(Signature and Date)

Demonstrate how to properly present the National Ensign to a senior representative, or to the next of kin.

Completed_____5pts./5% of Duty
(Signature and Date)

Know the presentation speech.

Completed_____5pts./5% of Duty
(Signature and Date)

Demonstrate proper handling of bugle.

Completed_____4pts./4% of Duty
(Signature and Date)

Know weapon safety procedures.

Completed_____5pts./5% of Duty
(Signature and Date)

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Know how to perform corrective action during the firing sequence due to mishaps. (hung fire, misfire, or weapon jam)

Completed_____5pts./5% of Duty
(Signature and Date)

Demonstrate the firing party movements with a weapon.

Completed_____10pts./10% of Duty
(Signature and Date)

- | | |
|----------------|--------------------|
| - Attention | - Parade Rest |
| - Present Arms | - Facing Movements |
| - Order Arms | - Port Arms |

Demonstrate how to carry a casket.

Completed_____5pts./5% of Duty
(Signature and Date)

****Firing Party Leader**

Demonstrate how and when to give firing party commands.

- | | |
|--------------------------|-------------------|
| - Firing Party Attention | - Prepare To Fire |
| - Present Arms | - Port Arms |
| - Order Arms | - Half Right Face |
| - Parade Rest | - Ready Two |
| - Aim Fire | - Left/Right Face |
| - Forward March | |

Completed_____5pts./5% of Duty
(Signature and Date)

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Know how to draw weapons from the armory.

Completed_____5pts./5% of Duty
(Signature and Date)

Demonstrate how to properly render rounds to the presenter of the National Ensign.

Completed_____5pts./5% of Duty
(Signature and Date)

*****F.H.P.O.I.C.**

Know all pertinent contact numbers. (Funeral Honors Office, Funeral Honors Coordinator, Funeral Director, Funeral Home)

Completed_____5pts./5% of Duty
(Signature and Date)

Know proper positioning of personnel for the different types of funeral honors ceremonies performed.

Completed_____10pts./10% of Duty
(Signature and Date)

Know how to complete a funeral honors check off list.

Completed_____5pts./5% of Duty
(Signature and Date)

Know how to use the government credit card for fueling of the government vehicles.

Completed_____3pts./3% of Duty
(Signature and Date)

Inspection of personnel and equipment.

Completed_____5pts./5% of Duty
(Signature and Date)

Inspection of gravesite.

Completed_____5pts./5% of Duty
(Signature and Date)

Knowledge of destination.

Completed_____3pts./3% of Duty
(Signature and Date)

Oral/Demonstration board:

Completed_____
(Signature and Date)

Remarks: _____
